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| In re ELECTRONIC FILING PROCEDURES | X<br>:<br>:<br>:<br>:<br>:<br>:<br>X | ADMINISTRATIVE ORDER<br>No. 02-01 |
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WHEREAS, this Administrative Order is intended to be applied and interpreted in connection with the Court's Case Management/Electronic Case Files (CM/ECF) System and the Case Management/Electronic Case Files (CM/ECF) User's Manual for Electronically Filing Case Events (the "ECF User's Manual") which, together with this Administrative Order, shall be termed the "Electronic Filing Procedures" or "EFPs"; and

WHEREAS, the Court has formulated the EFPs with the assistance of the Court's Advisory Committee, and has solicited and considered public comment on the proposed procedures; and

WHEREAS, consistent with the EFPs, the Court has established a World Wide Website at [www.cit.uscourts.gov](http://www.cit.uscourts.gov) ("USCIT Website") with the technological capacity to provide public access to all contents of that Website, including all electronically-filed documents, and to permit direct electronic filing of documents on that Website, and

WHEREAS, the EFPs make adequate provision for filing, notice and service of documents and proceedings in actions before the Court, consistent with the requirements of the Rules of the Court; and

WHEREAS, the EFPs provide a means for counsel of record and unrepresented parties to sign documents electronically; and

WHEREAS, the EFPs require the Clerk's Office to provide adequate procedures for electronic filing of documents on behalf of persons who are not able to access the USCIT Website; and

WHEREAS, the EFPs require the Clerk's Office to provide adequate public access to the records and dockets of the Court, in accordance with applicable statutes, and the Rules or Orders of the Court including access for persons who are not able to access the USCIT Website;

NOW, THEREFORE, IT IS ORDERED as follows:

1. Actions Subject to the EFPs.

(a) All actions commenced in accordance with Rule 3(a) of the Rules of the Court shall be subject to the EFPs of the Court, unless the Court has ordered that the action not be subject to the EFPs pursuant to section (b) of this paragraph.

(b) Upon motion of any party for good cause shown, or upon its own initiative, the Court may terminate or modify application of the EFPs in any action.

(c) A party who is not represented by an attorney and who is permitted by the Rules of the Court to appear without an attorney must file all documents in paper form, unless such party is permitted to become a Registered CM/ECF User pursuant to paragraph 2(b).

2. Registration as a CM/ECF User and Assignment of Passwords.

(a) Any attorney admitted to practice before the Court, or who is authorized to appear, pursuant to Rule 75(a) of the Rules of the Court, on behalf of the United States or an agency or officer thereof, may register to become a "Registered CM/ECF User" of the Court's CM/ECF System. Registration shall be accomplished with a non-electronic "CM/ECF User Registration Form" prescribed by the Clerk, which shall require identification of the name, law firm or agency, address, telephone number and Internet e-mail address(es) of the attorney ("e-mail address(es) of record"), together with a declaration that the attorney is admitted to practice before the Bar of the Court or is a government attorney authorized to practice before the Court under Rule 75(a) of the Rules of the Court.

(b) The Court may permit a party to a pending action who is not represented by an attorney and who is permitted by the Rules of the Court to appear without an attorney to become a Registered CM/ECF User solely for purposes of the action. Registration shall be by non-electronic filing of the CM/ECF User Registration Form prescribed by the Clerk. If during the course of the action, the party retains an attorney who appears on the party's behalf, the appearing attorney shall advise the Clerk to terminate the party's registration as a CM/ECF User upon the attorney's appearance.

(c) Each attorney of record to an action is obligated to become a Registered CM/ECF User, unless the Court has otherwise ordered in accordance with paragraph 1(b) of this Order.

(d) CM/ECF User Registration Forms shall be mailed or delivered to the Office of the Clerk of the Court, United States Court of International Trade, One Federal Plaza, New York, New York 10278-0001.

(e) Every Registered CM/ECF User shall immediately notify the Clerk of any change in the information provided in the User's registration. Notification shall be made by filing a Notice of Change of CM/ECF User Information.

(f) Each Registered CM/ECF User shall, upon registration, be issued a User Identification Designation ("User ID") and a Password by the Clerk. The Clerk shall maintain a confidential record of issued User IDs.

(g) Each Registered CM/ECF User shall maintain as confidential, except as expressly provided in subparagraph (i), the User ID and Password issued by the Clerk. Upon learning of the compromise of the confidentiality of the Password, the Registered CM/ECF User shall immediately notify the Clerk, who will issue the User a new Password.

(h) The Clerk may at any time issue and transmit by secure means a new Password to any Registered CM/ECF User. A Registered CM/ECF User may at any time obtain a new Password upon request to the Clerk by following procedures set forth in the ECF User's Manual.

(i) A Registered CM/ECF User may authorize another person to file a document using the User ID and Password of the Registered CM/ECF User, and the Registered CM/ECF User shall retain full responsibility and shall be treated as a signatory under the Rules of the Court for any document so filed.

(j) The USCIT Website shall include for each action subject to the EFPs a current list of the e-mail addresses of record maintained by the Clerk. Each attorney of record shall promptly serve notice upon all parties of any change in such person's e-mail Address of Record for the purposes of the action, and shall file notice of such change with the Court, in the manner

prescribed by Rule 75(e) of the Rules of the Court, and shall file a Notice of Change of CM/ECF User Information.

3. Electronic Filing of documents.

(a) Except as otherwise ordered by the Court, all pleadings and other documents required to be filed with the Clerk shall be filed electronically on the USCIT Website pursuant to the EFPs, except for summonses and original complaints referred to in Rule 3 of the Rules of the Court; original third party complaints; original complaints filed pursuant to 28 U.S.C. §1581(b); Notices of Appeal filed in accordance with Rule 3 of the Rules of the United States Court of Appeals for the Federal Circuit; a request for transfer to the Court from a binational panel or committee pursuant to 19 U.S.C. § 1516a(g)(12)(B) or (D); filings containing confidential, business proprietary or classified information as described in subparagraph (b) below; and certain documents described in subparagraph (g) below. Electronic filing may be made only by a Registered CM/ECF User, or by a person authorized by a Registered CM/ECF User pursuant to paragraph 2(i) of this Order.

(b) Notwithstanding any other provision of the EFPs, no document containing confidential, business proprietary or classified information shall be filed electronically. A party filing a document that contains confidential, business proprietary or classified information shall file such document non-electronically in accordance with the Rules of the Court. Public versions of such documents shall be filed electronically in accordance with the requirements and limitations of this Order.

(c) Every document filed electronically shall be signed for the purposes of Rule 11 of the Rules of the Court by one or more attorneys of record (each "Rule 11 Signatory") pursuant to

paragraph 4(a) of this Order. For each Rule 11 Signatory, the document shall provide such Signatory's name, law firm or agency, address, telephone number and e-mail address(es) of record, and shall identify the Rule 11 Signatory as such.

(d) Electronic transmission of a document to the USCIT Website consistent with the EFPs, together with the receipt by the person making the filing of a Notice of Electronic Filing from the Court as provided in Paragraph 5 of this Order, shall constitute filing of the document for all purposes under the Rules of the Court, except as provided in subsections (b), (g) and (h) of this paragraph, and shall constitute entry of that document on the docket kept by the Clerk pursuant to Rules 58 and 79 of the Rules of the Court. A document filed electronically shall be deemed filed at the date and time stated on the Notice of Electronic Filing from the Court.

(e) When a document has been filed electronically, the official document of record is the electronic recording of the document as stored by the Court, and the filing party shall be bound by the document as filed, unless amended by order of the Court. A party wishing to correct a filing shall file a motion for errata after seeking consent from all parties, in accordance with the provisions of Rule 7(b) of the Rules of the Court. A motion for errata shall list each correction, including the page number for each correction, and shall provide a complete copy of the corrected document, or indicate that the corrections are minor. The motion shall also include a proposed order either permitting the substitution of the complete corrected copy or ordering the corrections deemed made without physical substitution because the corrections are minor. The corrected filing shall become the official document of record and the filing date will remain the date of the filing of the original electronic filing. When a motion for errata is made upon consent

of all parties in an unassigned case, the Clerk may dispose of the motion as if such motion were expressly listed in Rule 82(b) of the Rules of the Court.

(f) A document properly and timely submitted and filed in non-electronic form pursuant to Rule 5 of the Rules of the Court shall be deemed filed on the date of such non-electronic filing. Subsequent electronic submission of the same document shall not be deemed to change the date of original filing of that document.

(g) Documents, portions of documents or sets of documents that are not readily convertible to electronic form, or which are more appropriately filed as physical exhibits, as described in the ECF User's Manual, may be filed in paper form and must be accompanied by a Notice of Manual Filing. Likewise, documents, portions of documents or sets of documents that are in electronic form but exceed certain technical parameters may be filed on electronic media, as provided in the Users' Manual and must be accompanied by a Notice of Manual Filing. Where a portion of a document is filed electronically and another portion is filed in paper form, or on electronic media, the latest filing date and time of the multiple portions will be used to determine compliance with applicable deadlines.

(h) Nothing in the EFPs shall be interpreted to permit material required to be filed under seal to be filed by any means other than under physical seal.

4. Signatures.

(a) A document filed with the Court electronically shall be deemed to be signed by a person (the "Signatory") when the document identifies the person as a Signatory and the filing complies with subparagraph (b), (c) or (d). When the document is filed with the Court in accordance with any of these methods, the filing shall bind the Signatory as if the document (or the document to which the filing refers, in the case of a Notice of Endorsement filed pursuant to subparagraph (d)) were physically signed and filed, and shall function as the Signatory's signature, whether for purposes of Rule 11 of the Rules of the Court, to attest to the truthfulness of an affidavit or declaration, or for any other purpose.

(b) In the case of a Signatory who is a Registered CM/ECF User as described in paragraph 2, such document shall be deemed signed, regardless of the existence of a physical signature on the document, provided that such document is filed using the User ID and Password of the Signatory. The page on which the physical signature would appear if filed in non-electronic form must be filed electronically, but need not be filed in an optically scanned format displaying the signature of the Signatory. In such cases, the electronically filed document shall indicate an "electronic signature", e.g., "s/Jane Doe".

(c) In the case of a Signatory who is not a Registered CM/ECF User, or who is a Registered CM/ECF User but whose User ID and Password will not be utilized in the electronic filing of the document, such document shall be deemed signed and filed when the document is physically signed by the Signatory, the document is filed electronically, and the signature page is filed in optically scanned form pursuant to and consistent with the EFPs.



(d) In the case of a stipulation or other document to be signed by two or more persons, the following procedure shall be used:

(1) The filing party shall initially confirm that the content of the document is acceptable to all persons required to sign the document and shall indicate in the document that such confirmations have been made. To the extent practicable, the filing party shall obtain the physical signatures of all parties on the document.

(2) The filing party shall then file the document electronically, indicating the original signatures that have been obtained, e.g., "s/Jane Doe," "s/John Doe," etc., and the signatures that will be provided through Notices of Endorsement.

(3) The filing party or attorney shall retain the hard copy of the document containing the original signatures until one year after the final disposition of the action in which it was filed.

(4) In the case of any person required to sign the document but for whom the filing party does not obtain a physical signature, such person shall file a Notice of Endorsement of the document. The document shall be deemed fully executed upon the filing of any and all such Notices of Endorsement.

5. Notice of Electronic Filing.

Upon electronic filing of a pleading or other document, a Notice of Electronic Filing will be sent by the Clerk to all e-mail address(es) of record in the action. Such Notice shall provide, at a minimum, the electronic docket number and the title of the document filed, and shall provide the date and time filed.

6. Service

(a) Except as provided in subparagraph (b), all documents required to be served shall be served in non-electronic form in accordance with Rule 5 of the Rules of the Court and receipt of a Notice of Electronic Filing shall not constitute service.

(b) In the case of an attorney or other person who has filed in a particular action a "Notice of Consent to Electronic Service", in a form to be prescribed by the Court, the Notice of Electronic Filing described in paragraph (5) of this Order shall constitute service on that attorney or other person.

(c) The filing of the Notice of Consent to Electronic Service in a particular action constitutes consent to electronic service of all documents in that action, as provided herein, as a fully adequate and timely substitute for service otherwise permitted pursuant to Rule 5 of the Rules of the Court.

(d) Whenever a person has the right or is required to do some act within a prescribed period after the service of a notice or other document upon that person, and such document is filed and served electronically pursuant to the EFPs, five days shall be added to the prescribed period.

(e) Notwithstanding any provision of this Order, where the Rules of the Court require that any document be served but not filed, or that any document be served and filing of that document be delayed, service of that document shall be in non-electronic form. Any subsequent filing of such previously-served document shall be accomplished in the manner

prescribed by this Order, and the document need not be re-served upon parties who were previously served.

7. Docket

The USCIT Website shall denote in a separate electronic document for each action subject to the EFPs the filing of any document by or on behalf of a party and the entry of any order or judgment by the Court, regardless of whether such document was filed electronically. The record of those filings and entries for each case shall be consistent with Rule 79 of the Rules of the Court and shall constitute the docket for purposes of that Rule.

8. Notice and Entry of Orders and Judgments.

The Clerk shall file electronically all orders, decrees, judgments, and proceedings of the Court in accordance with the EFPs which shall constitute entry of the order, decree, judgment or proceeding on the docket kept by the Clerk pursuant to Rules 58 and 79 of the Rules of the Court. Upon the entry of an order or judgment in an action subject to the EFPs, the Clerk shall transmit by e-mail to all e-mail address(es) of record in the action a notice of the entry of the order or judgment and shall make a note of the transmission in the docket. Transmission of the notice of entry shall constitute notice as required by Rule 79(c) of the Rules of the Court, but shall not constitute service of such notice unless the party has consented to electronic service under paragraph 6(b) of this Order.

9. Technical Failures.

(a) The Clerk shall deem the USCIT CM/ECF System to be subject to a technical failure on a given day if the CM/ECF System is unable to accept filings continuously or intermittently over the course of any period of time greater than one hour after 12:00 noon in New York, New

York on that day. The Clerk shall provide notice of all such technical failures on the CM/ECF Help Desk line, 866-450-1859, which persons may telephone in order to learn the current status of the CM/ECF System. The Clerk shall maintain records of the nature and duration of all such technical failures. Filings due that day, which were not filed due solely to such technical failures, shall become due the next business day. Such delayed filings shall be rejected unless accompanied by a declaration or affidavit attesting to the filing person's failed attempts to file electronically at least two times after 12:00 noon in New York, New York, separated by at least one hour on that day due to such technical failure. A declaration or affidavit shall not be required if, on the day a filing is due, a notice is posted on the Court's Website or on the Court's CM/ECF Help Desk line indicating that the CM/ECF System is not available on that day for a period of one hour or more after 12:00 noon in New York, New York.

(b) If a Notice of Electronic Filing is not received from the Court following transmission of a document for filing, the document will not be deemed filed. The person filing must attempt to re-file the document electronically until such a Notice is received, consistent with the provisions of subparagraph (a) permitting delayed filings.

(c) If, within one business day after filing a document electronically, the party filing the document discovers that the version of the document available for viewing on the USCIT Website does not conform to the document as transmitted upon filing, the filing party shall contact the Clerk, who will either ensure that the document is properly posted as filed or direct the party to re-transmit the document, which shall be marked "Re-transmitted". This provision (and the designation "re-transmitted") shall not be used for filing a motion for errata as set forth in paragraph 3(e) of this Order.

10. Copyright and Other Proprietary Rights.

(a) The USCIT Website shall bear a prominent notice as follows: "The contents of each filing in the electronic case files on the USCIT Website may be subject to copyright and other proprietary rights (with the exception of the opinions, memoranda and orders of the Court). It is the user's obligation to determine and satisfy copyright or other use restrictions when publishing or otherwise distributing material found in the electronic case files. Transmission or reproduction of protected items beyond that allowed by fair use requires the written permission of the copyright owners. Users must make their own assessments of rights in light of their intended use."

(b) By consenting to the EFPs, each party or other person and their counsel shall be deemed to consent to all uses of the filed materials consistent with the notice set forth in subparagraph (a).

(c) By producing discovery materials in an action subject to electronic filing, or by filing any material in the action electronically or otherwise, each party or subpoenaed non-party or other non-party so producing or filing, and all of the counsel to such persons, shall be deemed to consent to all uses of such materials by all parties to the action solely in connection with and for the purposes of the action, including the electronic filing in the action (by a party who did not originally file or produce such materials) of portions of such excerpts, quotations, or selected exhibits from such discovery materials or other filed materials as part of motion documents, pleadings or other filings with the Court which must refer to such excerpts, quotations, etc.

11. Protective Order.

In connection with discovery or the filing of any material, other than those items specifically exempted from electronic filing in subparagraph 3(a) or (b) of this Order, any person may apply by motion for an order prohibiting the electronic filing in the action of certain specifically-identified materials on the grounds that such materials are subject to copyright, other proprietary rights, privacy interests, or other specifically-identified interests and that electronic filing in the action is likely to result in substantial prejudice to those rights or interests. A motion for such an order shall be filed not less than five days before the materials to which the motion pertains are due to be produced or filed with the Court. Any material not filed electronically pursuant to such an order shall be filed with the Clerk and served as if the action were not subject to the EFPs. Nothing in this paragraph shall be construed to change the standard for the issuance of a protective order respecting confidentiality in an action subject to the EFPs.

12. Miscellaneous Provisions.

(a) The Clerk shall establish procedures to permit pleadings and other documents to be presented for electronic filing at the Court. The Clerk shall also provide for public access to all public electronic Court records. Facilities and equipment made available to permit access to the USCIT Website may not be used for any other purpose.

(b) Until such time as the United States Court of Appeals for the Federal Circuit provides notice to the Court that public access to the USCIT Website obviates or modifies any need for transmittal of the record on appeal of any action subject to the EFPs as to which a notice of

appeal to that Court of Appeals has been filed, when required, the Clerk shall deliver to the Court of Appeals, at that Court's election, either a complete non-electronic copy of the record on appeal or an electronic reproduction of that record on appeal as such record is reflected in the USCIT Website.

(c) This Administrative Order and the ECF User's Manual shall be posted on the USCIT Website in a location that may be reached from the home page of that Website via one or more highly visible and easily found hyperlinks and shall be posted prominently in and otherwise made available in the Office of the Clerk. Any amendments to the EFPs shall be similarly posted and published.

(d) The effective date of this Administrative Order and the ECF User's Manual is April 1, 2002 and may be amended by the Court from time to time on the Court's own initiative. This Administrative Order shall apply to all proceedings in actions brought after its effective date and all further proceedings in actions then pending, except actions in which a complaint was filed prior to the effective date of this Order.

For the Court:

By: Tina Potuto Kimble  
Clerk of the Court

Dated: April 1, 2002, amended Nov. 28, 2006, eff. Jan. 1, 2007  
New York, New York